

Clerk & Recorder – Records Preservation

Activity Overview

The Records Preservation Fund tracks revenues generated from a fee approved by the legislature for the Clerk and Recorder to maintain and preserve the records on file in the office.

The budget for the Records Preservation Fund has revenues that are reported and segregated in a separate fund. This fund allows the County to keep county records in a proper and professional manner. Expenses in this fund assist the Clerk and Recorder in preservation of records within the department and provide services to customers by:

- Replacement of computers;
- Purchase new document management software;
- Maintenance of equipment;
- Conversion of microfilm to digital format;
- Conversion of digital files to microfilm.
- Repair and preservation of historical paper records; and,
- Set aside funds for future records needs (shelving, cabinets, updates and equipment).

The Records Preservation Fund is used for operating and capital expenses with no money being used to pay wages or salaries of the Recording Personnel.

Activity Goals

- Improve public access to records through electronic media (website, road petition database and vitals database).
 - Convert remaining microfilmed records to digital images for use with the CRIS+plus system.
 - Purchase new document recording software.
 - Rebind more survey record books.
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Recent Accomplishments

- Converted existing microfilmed records to digital images for use with CRIS+plus.
- Converted digital images to microfilm for archival purposes.
- Have increased revenues to the Records Preservation Fund by nearly 50% from previous fiscal year.
- Purchased 7 new computers for Recording Department.
- Rebound and laminated 64 survey record books.
- Purchased Eagle CM Document Management Software.

GENERAL GOVERNMENT

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Department Budget

Object of Expenditure	Actual FY 2005	Final FY 2006	Actual FY 2006	Request FY 2007	Preliminary FY 2007	Final FY 2007
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operations	126,300	194,652	38,467	174,745	174,745	188,730
Debt Service	-	-	-	-	-	-
Capital Outlay	-	450,000	205,000	595,255	595,255	655,255
Transfers Out	-	-	-	-	-	-
Total	\$ 126,300	\$ 644,652	\$ 243,467	\$ 770,000	\$ 770,000	\$ 843,985

Budget by Fund Group

General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Revenue Funds	126,300	644,652	243,467	\$ 770,000	770,000	843,985
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-
Total	\$ 126,300	\$ 644,652	\$ 243,467	\$ 770,000	\$ 770,000	\$ 843,985

Funding Sources

Tax Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-Tax Revenues	126,300	120,000	232,050	180,000	180,000	180,000
Cash Reappropriated	-	524,652	11,417	590,000	590,000	663,985
Total	\$ 126,300	\$ 644,652	\$ 243,467	\$ 770,000	\$ 770,000	\$ 843,985

Department Personnel

Personnel Summary

No	FT/PT	Title	FTE
Staff is not funded in the Records Preservation Fund			
Total Program FTE			0.00

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2007 Budget Highlights

Personnel

- Staff is not funded from Records Preservation

Operations

- Microfilm to digital file conversion.
- Digital image to microfilm conversion.
- Historical book-binding and repair.

Capital

- Server/Printer/Plotter Reserve \$32,500, Project Reserves \$235,755
- Furniture \$3,500, Computers (5) \$12,500, Document Recording System \$310,000, Copier \$10,000, Color Module \$3,000, Microfilm Reader \$20,000, 11x17 Printer \$8,000, Filing Cabinets \$5,000, Document Management Software \$60,000

County Commission Goals/Department Response

The County Commission established a set of overarching goals for the county government. Listed below are the County Commission's goals, followed by the methods by which the Clerk & Recorder Records department is striving to fulfill those goals.

Exceptional Customer Service

- Knowledgeable, friendly, helpful staff.
- Accessibility of land information.

Be Model for Excellence in Government

- Clear, consistent, accurate, accessible records using the best technology available.
- Accurately account for all revenue.

Improve Communications

- Internal Department communication.
- Communication with the public.
- Meet statutory requirements related to the recording of documents.
- Prepare long-term growth plan for the department.

To be the Employer of Choice

- Staff has training opportunities available to them.

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WORKLOAD INDICATORS/PERFORMANCE MEASURES

Workload Indicators

Indicator	Actual FY 2004	Actual FY 2005	Estimated FY 2006	Projected FY 2007
1 . Record preservation revenue collected	\$ 166,234	\$ 148,638	\$ 235,467	\$ 180,000
2 . Converted digital records to microfilm.	167,887	153,092	185,399	160,000
3 . Converted microfilm records to digital format.	142,090	143,716	50,215	100,000
4 . Rebind or repair old record books.	7	-	64	50

Performance Measures

Measure	Actual FY 2004	Actual FY 2005	Estimated FY 2006	Projected FY 2007
1 . Purchased all computers budgeted for on schedule.	6	4	7	5
2 . Loaded and proofed converted digital records	100%	100%	100%	100%
3 . Purchased Eagle CM document management system	N/A	N/A	100%	N/A

Commentary